

BUILDINGS AND GROUNDS SUPERVISION SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
3448	Assistant Buildings and Grounds Supervisor	03	172	6 mo.	05/18/92
3447	Buildings and Grounds Supervisor	03	172	6 mo.	05/18/92

Promotional Line: 148

Series Narrative

Employees in this series supervise or assist in the supervision of programs for the maintenance of buildings and grounds.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Assistant Buildings and Grounds Supervisor **3448**

Employees at this level assist in the supervision and participate in the work of a group of employees engaged in a program of maintenance for buildings and grounds. They work under direction from a designated supervisor.

An Assistant Buildings and Grounds Supervisor typically--

1. assists in the supervision, inspection, and reporting functions related to the work of custodians and maintenance crews, as assigned
2. assists in the supervision of seeding, fertilization, rolling, and cutting of lawns
3. assists in the supervision of the planting, trimming, and pruning of shrubs and trees
4. assists in the supervision of the care of athletic and recreational areas
5. assists in the maintenance of personnel and employment records for the department, as required
6. performs related duties as assigned

Level II: Buildings and Grounds Supervisor **3447**

Employees at this level plan and carry out a program of maintenance for buildings and grounds. They work under administrative direction from a designated supervisor.

A Buildings and Grounds Supervisor typically--

1. supervises, inspects, and reports regarding work of custodians and maintenance crews as assigned
2. supervises the seeding, fertilization, rolling, and cutting of lawns

3. supervises planting, trimming, and pruning of shrubs and trees
4. supervises the care of athletic and recreational areas
5. maintains personnel and employment records for the department, as required
6. performs related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Assistant Buildings and Grounds Supervisor **3448**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. three years of experience in the maintenance and upkeep of buildings and grounds, one year of which was in building maintenance and one year of which was in grounds maintenance

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of tools, equipment, and skills used in the maintenance and repair of buildings and grounds
2. supervisory ability

Level II: Building And Grounds Supervisor **3447**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. five years of experience in the maintenance and upkeep of buildings and grounds, two years of which were in building maintenance and two years of which were in grounds maintenance

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of tools, equipment, and skills used in the maintenance and repair of buildings and grounds
2. supervisory ability